



SUMMARIZED LIST OF REQUIREMENTS FOR SUBMITTING FOR A ROOFING PERMIT

1. **BUILDING PERMIT APPLICATION.** A current Building Permit Application form is to be completed and submitted for all construction projects. Please use the appropriate form.
2. **PARCEL NUMBER & STREET ADDRESS.** The Parcel Number (Tax ID number) from the Property Appraiser (983-1880) and the assigned street address from the Postal Coordinator (981-7150) are required.
3. **PLANS.**
 - a. All commercial roofing projects require prior approval from Plan Review.
 - b. For residential or commercial projects which will use any roofing product other than standard asphalt shingles requires a Florida Product Approval Number. This can be obtained either from the merchant or from www.floridabuilding.org.
7. **NOTICE OF COMMENCEMENT.** The recorded Notice of Commencement is required if the project's cost of construction is \$2,500 or more. Blank forms are located at Building Inspection Department for your convenience. The form is to be completed, notarized, and recorded with the Clerk of Court located at the Court House. The recorded copy of the Notice of Commencement is to be submitted to the Building Inspections Department before any inspections will be made and a copy must be posted on the job site.

For a roof to be recovered opposed to being replaced the following criteria must be met:

Excerpt of 2004 Existing Florida Building Code

511.3 Recovering versus replacement.

New roof coverings shall not be installed without first removing existing roof coverings where any of the following conditions occur:

1. When the old roofing is water-soaked or deteriorated to the point that it is not suitable as a base for additional roofing.
2. When blisters exist in any roofing, unless blisters are cut or scraped open and nailed down before applying additional roofing.
3. When the existing roof surface is gravel or the like, the gravel shall be thoroughly removed or all loose gravel removed and approved base material installed before applying additional roofing.
4. When existing roof is slate or the like.
5. When sheathing or supports are deteriorated to the point that the roof structural system is not substantial enough to support recovering.
6. When existing roof has two or more applications of any type roofing material. Conformance with this item shall make replacement mandatory.

Exceptions:

- a. Building and structures located within the high-velocity hurricane zone shall comply with the provisions of Sections 1512 through 1525 of the Florida Building Code, Building.
- b. When the structural deck is concrete and the existing roof is firmly attached to the deck, then the roof shall be removed down to a minimum of three plies of moisture-free felts.
- c. When otherwise approved by the building official.
- d. Wood shingles or shakes shall not be placed over more than one application of wood or asphalt shingles. Wood shingles or shakes may be placed over existing shakes when installed in accordance with Cedar Shake and Shingle Bureau recommendations.

If you are an Owner/Builder please read the following disclosure and have your signature notarized.

Florida Statutes, 489.103 (7) State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building, provided your costs do not exceed \$75,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

OWNERS AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

I herby acknowledge that I have read and understand the above notice on this _____ day of _____
_____ 20____.

Owner/Builder Signature

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
by _____, who is personally known to me or who produced _____
_____ as identification.

(Seal)

Notary Public

2004 Florida Statutes, 713.135(6) Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

Time limitation of application: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the day of filing, unless such application has been pursued in good faith or a permit has been issued.; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extensions shall be requested in writing and justifiable cause demonstrated.

Conditions of the Permit: Every permit issued shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. Work shall be considered to be in active progress when the permit has received an **approved** inspection within 180 days.

Agent/Contractor's

Owners' Signature

Date

Date